

JOURNAL OF ECONOMIC ISSUES
GUIDELINES FOR AUTHORS
Beginning with Volume XLVII, December 2013

This guide will help you avoid most common problems and reduce editing, revising, and proof-reading time.

Throughout the editing and production process, it is of utmost importance for you to ensure that the copy/production editor has current contact information for you, including both your email and surface mail addresses and a telephone number where you can be reached.

When submitting an article, book review, or note for the JEI, the preferred method of submission is through the editorial express at <https://editorialexpress.com/jei> or as an email to the editor. The manuscript must be Windows compatible.

WORD PROCESSING (please turn off ALL language features (other than English) prior to submitting your document). Make sure that all type is in either Goudy Old Style (preferable), Times New Roman, or Arial fonts. International Contributors, be forewarned: There are at least two kinds of fonts that wreak havoc on the spacing in the programs used. They are SimSun and Minchin.

In general, plain text is best. The production editor will format the article.

- Tables and figures – Save each in a separate file, not in the text. Type a place marker immediately following the paragraph in which you introduce it. For tables, use the table feature or tabs rather than spaces between columns. Excel tables are acceptable. Do not include borders or lines. To ensure the highest quality for your figures, those in electronic form are much more desirable. If there are problems with the quality/clarity of tables, graphs or figures, you may be asked to provide hard copies of them, in case we need to scan them. When creating tables and figures, keep in mind that a JEI page has a text area of four and three-quarters inches by seven inches. The minimum font size is eight points. In other words, a table in eight-point type that fills a standard sheet of paper is far too large for our format. Tables and figures with landscape (sideways) orientation and two-page tables can be used if necessary.
- Footnotes – Beginning with the December 2013 issue of the JEI, there are *footnotes* rather than endnotes. **However**, authors should insert footnote numbers (preferably, at the end of a sentence) as superscripts and type the notes in their own section at the end of the manuscript. **DO NOT** place footnote numbers in headings. **DO NOT** place two footnote numbers in the same place; include each footnote as a separate paragraph under one number.
- Brief, author's paragraph at the bottom of the first page. Please, include it with the initial submission of your accepted article.

QUOTATIONS and OTHER PUNCTUATION

- Single or double – Use single quotation marks only for quotes within quotes; use double for everything else (use curved quotations (“”) not straight (") ones. If you change the capitalization of a letter at the beginning of your quotation, from what it is in the original, enclose that letter in brackets. Periods and commas are located inside the ending quotation mark (“like this,” “not like

this”), Colons and semicolons are located on the outside of the ending quotation mark. The location of other punctuation (?, !, etc.,) will vary depending on the situation.

- Block quotations – Indent quotations of five lines or longer. Except to emphasize a point, shorter quotations need not be indented.
- Ellipses – Use periods (...) instead of the ellipse symbol (...) in your text. Do not start a quotation with an ellipse. If you are starting in the middle of a sentence, use a lower case letter.

WRITING

- Names – When referring to an author’s, editor’s or translator’s work, only their last (given) name is needed in the text, unless two or more authors have the same last name (then include first name or double initials). If the work has two or three authors, provide the last names of each author. If there are more than three, use the last name of the first author followed by “et al.” *When mentioning an individual for the first time in the text or footnotes, provide their first name or two initials.* For example: “Clinton calls for Rumsfeld’s resignation” would be wrong, whereas “Hillary Clinton calls for Donald Rumsfeld’s resignation” would be correct.
- Tenses – Attribution to a person, past tense: “Veblen said ...” Attribution to a work such as an article or book, present tense: “Veblen (1899) says ...” Established knowledge, present tense: “Institutionalists believe ...” Methods and results, past tense: “We analyzed ...” Presentation, present tense: “Table 1 shows ...”
- Italics – Use for book and journal names, emphasis, and words being discussed. Do not use for keywords.
- i.e., and e.g., – Use sparingly, if at all. Follow each with a comma whenever used.
- Acronyms/Abbreviations – Always spell out the entire entry prior to using any acronym or abbreviation (please err on the side of too much information). United States is a special case. When referring to the United States (using it as a noun) always spell it out. When referring to money, use US\$. When using as an adjective, e.g., U.S. Department of Too Many Rules, insert periods after the letters.

ABSTRACTS

BEGINNING WITH THE MARCH 2008 ISSUE, you will need to furnish an abstract of 200 words or less; two to five JEL classification codes directly pertaining to your paper; and, three to five keywords to be included in the Journal with your article. The complete list of the JEL classifications/codes can be found at http://www.aeaweb.org/journal/jel_class_system.html.

REFERENCES

Include all works cited in the text in the reference list; DO NOT include works not specifically cited in the text. If there are three or less authors, list all names (in text and in references). For four to ten authors, you can use the last name of the first author followed by “et al.” or the first author’s last name “and others” in the text. However, in the references, please, list all authors. If you cite specific page numbers, make sure

they are covered in the references. If an author has more than one entry, list in chronological order starting with the oldest and working toward the latest. If citing more than one author's work, place them in alphabetical order (e.g., Adkisson 2010; Prasch 2010 vs. Prasch 2010; Adkisson 2010).

When writing authors names in the references, **include two initials or the author's full first name**. For example: Smith, John, and Mary Jones **OR** Smith, J.R., and M.O. Jones **NOT** Smith, J., and M. Jones.

Here are samples of some commonly cited types of works and how they should appear in the reference list. **Note that all titles use capital letters**. Entries in parentheses are examples of how the reference should be cited in the text (they are not to be used as part of the reference at the end of your article):

Books

In references:

Hodgson, Geoffrey M. *Economics and Institutions: A Manifesto for a Modern Institutional Economics*. Philadelphia: University of Pennsylvania Press, 1988.

In text:

(Hodgson 1988)

In references:

Smith, John and Mary Jones. *The Ultimate Economics Textbook*. New York: Megapublishing, 2003.

In text:

(Smith and Jones 2003)

Articles

In references:

La Porta, Rafael, Florencio Lopez-de-Silanes, Andrei Shleifer and Robert Vishny. "The Quality of Government." *Journal of Law, Economics and Organization* 15, 1 (1999): 222-279.

In text:

(La Porta et al. 1999)

In references:

Sánchez-Andrés, Antonio and José March-Poquet. "The Construction of Market Institutions in Russia: A View from the Institutionalism of Polanyi." *Journal of Economic Issues* 36, 3 (2002): 707-722.

In text:

(Sánchez-Andrés and March-Poquet 2002)

Edited Works

In references:

Johnson, Steve. "A New Dawn." In *Economic Philosophies*, edited by Judy Gomez and Mary Jones, page #'s (pp. 1-10) where appropriate. New York: Megapublishing, 2003.

In text:

(Johnson 2003)

Online Works (if the URL starts with www you do not need to include http://. Always include an Accessed date following the URL)

In references:

Concerned Women for America. "Commission Calls for a Halt to Gambling Expansion." Available at www.cwfa.org/printerfriendly.asp?id=1052&department=cwa&categoryid=family. Accessed July 4, 2006.

In references:

Smith, John. "Writing College Textbooks. Academic Publishing." Available at www.acpub.org/smithj.htm. Accessed September 1, 2010.

In text:

[Cite the last name only for an undated item.] (Smith)

In references:

Martin, Jane. "My Predictions." *CNN*. April 7, 2003. Available at www.cnn.com/martincolumn.htm. Accessed October 10, 2010.

In text:

[For a dated item, include the last name and year.] (Martin 2003)

Reprints

In references:

Keynes, John Maynard. *The General Theory of Employment, Interest, and Money*. New York: Harvest, [1936] 1964.

In text:

(Keynes [1936] 1964)

Theses and Dissertations

In references:

Munasib, Abdul. "Lifecycle of Social Networks: A Dynamic Analysis of Social Capital Formation: The Relationship Between Human Capital and Social Capital, and The Importance of City Size." Ph.D. diss., Ohio State University, 2005.

In text:

(Munasib 2005)

Newspapers

In references:

Greenhouse, Steven. "Unions Find Members Slow to Rally Behind Democrats." *New York Times*. September 17, 2010.

- If the flow of your writing allows, you may incorporate the citation into the text (e.g., "Jones 2001 contains a good analysis of the problem (45-46), and Jane Martin wrote in 2003 that ...").
- Citing a source repeatedly – Cite the author and date the first time in each paragraph and just the page numbers throughout the rest of the paragraph.
- "p." or "pp." – Do not use in citations in articles; do use in book reviews.

BOOK REVIEWS

Book reviews vary between 500 to 1000 words. The following information is needed to identify the book:

Title in italics, by author's name. Publisher location: Publisher, Year. Paper, cloth, hardcover: ISBN # with spaces no hyphens, cost, # of pages.

For example:

Policymaking for a Good Society: The Social Fabric Matrix Approach to Policy Analysis and Program Evaluation, by F. Gregory Hayden. New York: Springer-Verlag, 2006. Hardcover: ISBN: 0-387-29369-8, \$84.95, 251 pages.

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All questions cannot be answered in a brief guide, so, please, do not hesitate to contact the production editor, at fmay@astate.edu (e-mail preferred), or (870) 680-8297, if you have any questions about style or manuscript preparation.

Thank you for your assistance.

Journal of Economic Issues

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The Journal of Economic Issues is sponsored by the Association for Evolutionary Economics (AFEE).